



APPLICATION FOR RECORDS RETENTION SCHEDULE

861023-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/22/86	1. Agency Address State Law Department 132 State Judicial Building 40 Capitol Square Atlanta, Georgia 30334	Application Number 87-22	
Application Number		Date Received OCT 23 1986	Date Completed JAN 30 1987
2. Person to Contact Linda Collins, Administrative Assistant		Working Title	Telephone Number 656-4585
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1981		5. Records Series Title (followed by title used in office, if different) Michael J. Bowers' subject files	
Latest current			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Law Department furnishes legal services to State departments, agencies, boards, and commissions and the officers, employees and members thereof. The Attorney General is the constitutional officer who heads the State Law Department. Michael J. Bowers has been Attorney General since 1981.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: above function. Included are: See attached listing of files to be included in the first transmittal. Similar files will follow at intervals. File is arranged: Chronologically			
8. Monthly Reference Rate 0 How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves 2 _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. O.C.G.A. §§ 50-18-98, 24-9-21, 24-9-24
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Historical value

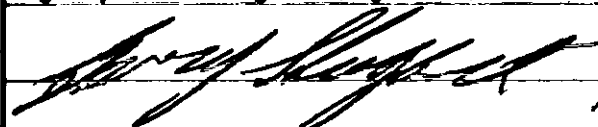
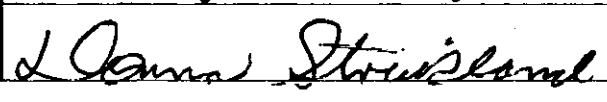
12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) one year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention. (security).
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	4/15/86		8-22-86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 87-22		State Records Committee (Signature)	Date
		State Auditor/Designee	1-19-87
		Secretary of State/Designee	1/16/87
		Attorney General/Designee	1/27/87